

NCSHPO

National Conference of State Historic Preservation Officers

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REQUEST FOR PROPOSALS
Traditional Cultural Places (TCP) Bulletin
Reissuance Project
June 2022

The National Park Service (NPS) seeks the services of a cultural resource consultant through a cooperative agreement with the National Conference of State Historic Preservation Officers to support the National Park Service/National Register of Historic Places Program in the revision and reissuance of guidelines for identifying, evaluating, and nominating traditional cultural places to the National Register.

Interested firms should submit a complete proposal and cost estimate (specified below) in response to this RFP to the NCSHPO no later than 5:00 p.m. ET on July 8, 2022. Electronic copies of proposals may be directed to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org.

Project Background

The National Register of Historic Places (National Register) is the nation's official list of buildings, structures, objects, sites, and districts significant in American history, architecture, archeology, engineering, and culture. Criteria for listing a property in the National Register are codified at 36 C.F.R. Part 60. The National Register provides additional guidance for identifying, documenting, evaluating, and nominating properties through National Register Bulletins.

One such Bulletin is the Traditional Cultural Properties Bulletin (TCP Bulletin). The TCP Bulletin was developed to provide guidance on nominating properties believed to have traditional cultural significance for inclusion in the National Register. First issued in 1990, the TCP Bulletin's target audience was federal agencies, State Historic Preservation Officers (SHPOs), Certified Local Governments (CLGs), tribal leadership, and cultural resource professionals.

The TCP Bulletin was developed in response to 1980 amendments to the National Historic Preservation Act (NHPA) and the Secretary of the Interior's subsequent direction to supplement existing National Register guidance. The TCP Bulletin formalized the term "Traditional Cultural Property"; however, the National Register has included places of traditional cultural significance since its inception, with listings such as Bear Butte, South Dakota (1973) and Medicine Bluffs, Oklahoma (1974).

To address concerns that properties of importance to Tribes or Native Hawaiian Organizations (NHOs) were being excluded from listing by virtue of the fact that religious properties are not typically eligible for listing in the National Register (see 36 C.F.R 60.4 "Criteria considerations"), the NHPA was again amended to ensure that that religious or cultural properties of importance to Tribes/NHOs may be eligible for inclusion in the National Register. The TCP Bulletin was updated and reissued in 1992 to address this amendment.

The TCP Bulletin was further revised in 1998 at the request of the preservation community to provide clarity that TCPs are not a new property type nor an additional level of significance.

From 2011 to 2013, NPS held “listening sessions” around the country in response to ever-increasing requests for additional assistance on TCP identification and evaluation from State and Tribal Historic Preservation Offices, federal agencies, and cultural resource professionals. NPS hosted webinars and participated conferences, teleconferences, and/or meetings with national and regional historic preservation partners—including Tribes, NHOs, SHPOs, and federal agencies—and the general public. More than 100 written comments were received; most asked for clarification on just what is eligible as a TCP and just how the Section 106 process applies to TCPs.

Between 2014 and 2017, NPS developed a revised draft TCP Bulletin that simplifies the language and includes additional examples and case studies. (Note: There is no change from the 1998 TCP Bulletin in the definition of a TCP or how one is identified, documented, and evaluated.) Concurrently, the Advisory Council on Historic Preservation (ACHP) developed a separate document that addresses federal preservation planning for TCPs, with a focus on the Section 106 process. In mid-2017, the update initiative was halted.

In 2022, NPS further revised the draft TCP Bulletin. It is this revised Bulletin that NPS will issue for tribal consultation and partner and public engagement.

Scope of Work

NPS seeks to revise and reissue the TCP Bulletin. To successfully accomplish this work, NPS seeks a consultant to provide logistical support for government-to-government consultation and stakeholder meetings; manage incoming comments; and design, layout, and publish the TCP Bulletin.

Project Tasks

1. Provide logistical support for government-to-government consultation with Native American Tribes
 - a. Provide and manage meeting software, *e.g.*, Zoom, to conduct virtual meetings
 - b. Provide and manage court reporter to record proceedings and prepare transcripts of meetings
 - c. Serve as producer during meetings, *e.g.*, troubleshoot technical problems, mute/unmute participants
 - d. Produce meeting notes
 - e. Participate in post-meeting discussions with NPS staff to review technical and substantive proceedings and to make recommendations as appropriate

Schedule for government-to-government consultation (dates/times TBD)

Party	Description	Total Webinars
Native American tribes, grouped by geographic regions	Each offered x1: East coast time zone tribes Central time zone tribes	4

	Mountain time zone tribes	
	West coast time zone tribes	
Total g-2-g webinars		4

2. Provide logistical support for stakeholder meetings
 - a. Provide and manage meeting software, *e.g.*, Zoom, to conduct virtual meetings
 - b. Serve as producer during meetings, *e.g.*, troubleshoot technical problems, mute/unmute participants
 - c. Produce meeting notes
 - d. Participate in post-meeting discussions with NPS staff to review technical and substantive proceedings and to make recommendations as appropriate

Schedule for stakeholder meetings (dates/times TBD)

Party	Description	Total Webinars
Alaska Native Corporations	1 webinar	1
Native Hawaiian Organizations	1 webinar	1
State Historic Preservation Officers (SHPOs)*	4 webinars: NE, SE, Midwest, Mountain/West Coast; each offered x1	4
Tribal Historic Preservation Officers (THPOs)*	4 webinars, each offered x1, Tribes in: East coast time zone; Central time zone; Mountain time zone; West coast time zone	4
NCSHPO*	webinar x1	1
NATHPO*	webinar x1	1
Federal Preservation Officers (FPOs)	webinar, all FPOs, offered x2	2

Party	Description	Total Webinars
Preservation agencies and organizations, including CLG staff and commissions	webinar, offered x2	2
Public	webinar, offered x2	2
Total public webinars		18
*NCSHPO and NATHPO webinars are intended to provide another opportunity for SHPOs/THPOs who may have been unable to attend their regional webinars. They do not replace g-2-g consultation.		

3. Manage comments

Note: Written comments will be managed through the NPS system “Planning, Environment & Public Comment” (PEPC)

- a. Compile, analyze, evaluate, and discuss with NPS staff comments collected through tribal consultation and stakeholder meetings, and via PEPC. This Bulletin reissuance effort is expected to generate a large quantity of comments, and will require the ability to analyze, evaluate, and topically group comments related to National Register criteria (significance and integrity), and the National Register listing process. Frequent interaction with NPS staff will be required. This interaction will most likely occur via email and audio/video calls, but may also involve up to three in-person meetings in Washington, D.C.
- b. Develop and produce a list of proposed revisions/updates to the Bulletin based on the evaluation of the comments received and direction from NPS staff, including but not limited to the potential for both new and revised content, reorganization of chapters, etc.

4. Produce publication

Note: NPS will create the text and images for the TCP Bulletin and will supply these materials to the consultant in electronic format.

- a. Create a distinctive design for the TCP Bulletin
 - i. The TCP Bulletin design shall reflect the gravitas and authority expected of an official document of NPS, yet be a full-color, visually engaging, and graphically legible/readable document.
 - ii. Consultant shall develop two (2) initial design options to present to NPS, and work with NPS staff to refine the final design.
 - iii. Consultant shall meet with NPS staff a minimum of two (2) times to review the proposed design. Meetings are anticipated to be held virtually (teleconference or videoconference) but consultant shall include in their proposal the cost of at least one (1) in-person meeting to be held at NPS offices at 1849 C Street, NW, Washington, D.C.
 - iv. Consultant shall prepare meeting minutes to consist of key points of agreement; direction to consultant from NPS; and “next steps” by consultant.
 - v. Consultant shall not proceed to format and layout until receiving written approval from NPS of the design.

- b. Format and layout all text and images
 - i. Consultant shall meet a minimum of three (3) times with NPS staff to review the proposed format and layout.
 - ii. Consultant shall prepare meeting minutes to consist of key points of agreement; direction to consultant from NPS; and “next steps” by consultant.
 - iii. Consultant shall ensure the *TCP Bulletin* is compliant with the United States Workforce Rehabilitation Act of 1973, as amended (508 compliance).
 - iv. Consultant shall not proceed to production until receiving written approval from NPS of the format and layout.
- c. Produce and distribute both hard copy and electronic version of the *TCP Bulletin*.
 - i. Consultant shall produce a 508 compliant electronic version of the TCP Bulletin in PDF format.
 - ii. Consultant shall produce three hundred (300) full-color hard copies of the TCP Bulletin, min. 80-lb. text matte coated paper for the internal pages and min. 100-lb. cover matte coated paper for the cover.
 - iii. Consultant shall mail one hundred (100) hard copies to organizations and institutions as directed by NPS.

Required Consultant Qualifications

The consultant should be a cultural resources management (CRM) firm, organization, or team with demonstrated experience in successfully providing logistical support for government-to-government consultation and stakeholders meetings; managing comments, including reviewing, analyzing, evaluating, and topically grouping comments; and producing an authoritative cultural resources document for wide distribution.

The Principal Investigator, at minimum, shall meet the following qualification requirements:

- a) Meet the qualifications for a GS-0170-13 Historian as established by the Federal government’s Office of Personnel and Management and approved by the NPS.
- b) Have demonstrated knowledge of the National Register nomination process.

The individual designated as the Principal Investigator may not change during the project without prior written approval of NCSHPO and NPS.

Proposal Submissions

For evaluation purposes, proposals should provide sufficient information to assist NCSHPO and NPS in determining the most qualified consultant for the project. Consultants interested in bidding should submit a written proposal that includes the following elements:

1. Name and qualifications of Principal Investigator and proposed staff, including education and experience.
2. Specific responsibilities of team members for this project.
3. Team structure, including reporting and approval chain.

4. Information on projects of a similar nature and of significant work completed by the consultant in the past five (5) years. Include specific dates and types of services provided, and highlight success in meeting schedules, budgets, and deadlines.
5. A list of references (at least three (3), but not more than five (5)) that may be contacted.
6. A short narrative that responds to the scope of work as described in this RFP, which demonstrates the consultant's proposed approach to the project and capability to accomplish the desired goals.
7. A proposed budget that includes hourly labor rates of project personnel, the number of hours required to complete each task or product, and any necessary and appropriate project travel or supply costs.
8. A proposed project schedule.

All proposals must be received **no later than** 5:00 p.m. EST on July 8, 2022. They should be prepared simply and economically, providing a straightforward, concise description of the consultant's qualifications and capabilities to satisfy the requirements of this RFP.

Proposals may be submitted via email in electronic format (MS Word or PDF format) to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org.

NCSHPO will confirm receipt of submissions. However, if there are any issues (*e.g.*, with attachments attaching correctly), the consultant is responsible for resolving these issues with an alternative submission method acceptable to NCSHPO and NPS.

Selection Criteria

Submittals will be evaluated based on the following factors, presented in no particular order:

- Responsiveness of the proposal to the project's purpose and scope of work.
- Qualifications of Principal Investigator and other key personnel.
- Knowledge of the National Register nomination process and guidance documents.
- Experience providing logistical support for tribal consultations and stakeholder meetings.
- Experience producing professional, engaging publications.
- Ability to meet deadlines and successfully complete contracts of this type.
- Past performance and references.
- Proposed project schedule and budget.

Terms and Conditions

- A. NCSHPO reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. NCSHPO reserves the right to request clarification of information submitted, and to request additional information from any consultant.
- C. NCSHPO and NPS shall not be responsible for any costs incurred by consultants in preparing, submitting, or presenting its response to this RFP.

- D. All completed documents must fully comply with Section 508 accessibility standards (see <https://www.section508.gov/create> for electronic documents).
- E. Any and all rights to work produced through this project will be vested in the Department of the Interior, National Park Service, including any copyrights.
- F. The selected consultant must also comply with all applicable provisions of OMB Circular A-110, REVISED 11/19/93, As Further Amended 9/30/99.

Questions

Respondents are invited to submit written questions requesting clarifications or explanations of the information contained in this RFP. Please direct all proposal or contract-related questions to Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org. Questions pertaining to the project may be directed to Sherry Frear, Chief and Deputy Keeper, National Register, at sherry_frear@nps.gov.